

INSTRUCTIONS (02/10/15)
How to Enter Neighborhood Partners Fund Grant
Application on ZOOMGRANTS.com

1. To access information about the Neighborhood Partners Fund (NPF) Grant program, Log through the city of Las Vegas website (<http://www.lasvegasnevada.gov/>).
2. Select ***“Apply For, Grants”***, then click on ***“Neighborhood Partners Fund Grant Program.”*** A page with information about the program will appear.
3. The very first time an applicant accesses the ZoomGrants program, he/she must go through the City of Las Vegas Webpage and link found at the bottom of the Webpage. (You are able to log in directly to ZoomGrants.com after this initial process.)
4. Scroll down to the bottom of screen to the **“READY TO APPLY ON ZOOMGRANTS.COM”** **Click** on the link that takes you to ZoomGrants.com:

READY TO APPLY ON ZOOMGRANTS.COM

[Access the FY2015-2016 NPF Online \(Click here for the City of Las Vegas’ direct link to Zoomgrants.com\).](#) The application will be accessible at the above link on Zoomgrants.com on February 9, 2015. All applicants must use this online system to apply.

5. When the link takes you to ZoomGrants.com, go to *New ZoomGrants Account area* on the bottom half of the screen if it is your first time. Enter your e-mail, password, first name and last name. Account type has already been selected as “Organization.” **Click** on ***“NEW Account”*** button. (You should see: *“Available Program: City of Las Vegas—Neighborhoods, FY2015/2016 NPF”* on the left side of the screen.)
6. ZoomGrants moves you to the next screen, which shows the following message in red ink:
“You have successfully created a new account and logged in. Select a program below and click the Apply Button to get started.”

New ZoomGrants™ Account Screen Example



Powered by ZoomGrants™

Existing ZoomGrants™ Users

Email

Password

Stay logged in? ☐

[Forgot password?](#)

Login

RESOURCES HELP ▲▼

Available Programs

Available Programs: City of Las Vegas - Neighborhoods

FY 2015/2016 NPF

Office of Community Services
4/16/2015 - Organizations Only

Apply

Preview

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type ☐

Organization

New Account

- Password must be at least 8 characters and contain 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

7. Click on the **“APPLY BUTTON,”** which takes you to the next screen that allows you to begin typing basic **“Summary”** information. Several fields need to be completed:

HOA/Neighborhood Association Name

Amount Requested

Applicant Information that needs to be filled in.

8. Please ignore the rest of the questions on the screen, which apply to nonprofit organizations whose teams apply for federal funding using the ZoomGrants program. These questions do not apply to you.
9. Click on ***“NEXT”*** on the bottom of the screen, which takes you to the ***Pre-Application screen***.
10. If you completed the Summary screen then exited the ZoomGrants program, you will see a different screen when you return to the program. That screen may look like the one below:

Available Programs: City of Las Vegas – Neighborhoods

FY 2015/2016 NPF

Office of Community Services

4/16/2015 - Organizations Only

[Archive](#) [My application](#)

[Apply Again](#) [Preview](#)

11. Select ***“My application”*** field in RED to access the next screen, which is the ***“Pre-Application.”***
(**DO NOT select Apply Again.** That selection will take you to a screen that creates another application on ZoomGrants.)
12. Answer all required basic questions on the ***“Pre-Application”*** Screen. Your HOA/Neighborhood Association must be registered with the city of Las Vegas and must be within the city of Las Vegas boundaries to qualify for this grant.
--Enter the name of your HOA/Neighborhood Association
--Enter the name of your HOA/Neighborhood President, address, city, zip code, day phone, cell phone and email address.
--Enter the Project Leader’s name, address, city, zip code, day phone and cell phone and email address.
The data will be automatically saved anytime you make a change and click outside that field.
13. Answer questions 4 through 8, then Click on the ***“Submit Pre-Application”*** button at the top right of the screen when done with pre-application questions. The next step in the process is the completion of the ***“Application.”***

The “**Application Questions**” **CAN ONLY** be completed after the “**Pre-Application**” receives approval from the NPF program administrator. If information is missing or there is an inquiry as to pre-requisite criteria, the administrator will send an e-mail to you (the applicant), requesting the information.

14. ***The pre-application stays in UNDECIDED mode until the information is received and the administrator APPROVES for next phase.***
15. **When the pre-application moves from UNDECIDED to APPROVAL, ZoomGrants will generate an e-mail, announcing approval of *pre-application*.**
16. Access ZoomGrants, using your email and password, then **Select the “Application Questions” tab (field)** continue answering the required application questions.

ZoomGrants.com allows you to cut and paste the *questions* (screen) into Word, so you can edit your entries using word tools. These entries can later be cut and pasted back into each of the application questions on ZoomGrants.com.
17. **Access the “Documents” tab (field) to** download and complete five required application attachments or documents. Download each form, enter the required data, save on a designated computer directory, then upload to its appropriate location on this screen, using the tools provided.
18. Forms that require a signature (i.e., Signature Page, Project Permission Letter, Donation Pledge Letters or Vendor Quotes) should be uploaded as PDF files. Other forms can be created in word and uploaded in the same format. If you have a problem with this process, please contact at (702) 229-6681 or attend an informational workshop for directions.
19. ZoomGrants will permit applicants to modify information in any of the fields as long as the application has not been “**Submitted.**” That means, you have not clicked on the “**Submit Application**” button.
20. More information is being provided during six workshops scheduled throughout the city.